

UNCLAS STATE 056067

PLEASE PASS TO DCM, MO, CLO AND EFMS OF DEPARTMENT OF

E.O. 12958: N/A

TAGS: AMGT, KFLO, APER

SUBJECT: PROFESSIONAL FELLOWSHIPS FOR DEPARTMENT OF STATE  
FOREIGN SERVICE SPOUSES

STATE EMPLOYEES

1. SUMMARY: The Department is pleased to announce a new professional fellowship program for Department of State Foreign Service Spouses, funded by the Cox Foundation. This is a pilot program to maintain, enhance and/or develop professional skills for spouses who are not in a position to pursue their career path overseas. Fellowships of up to \$2,000 will be granted on a reimbursable basis for enrichment activities, including but not limited to continuing education, distance learning professional development, participation in professional conferences, dues for membership in professional organizations, and small business start-up costs. End Summary.

2. ELIGIBILITY

Applicants must be the spouse of a Department of State (DOS) FS direct-hire employee available for worldwide assignment. Applications will be accepted from spouses at all accompanied posts; however, in this pilot phase, proposals from spouses residing at Historically Difficult to Staff (HDS) posts will receive preferential consideration. A list of accompanied HDS posts follows at the end of this cable. Additionally, preferential consideration will be given to those spouses who reside at posts where no bilateral work agreement or de facto work arrangement is in place. A link to the bilateral and de facto list follows:

<http://www.state.gov/m/dghr/flo/rsracs/pubs/16261.htm>

3. APPLICATION PROCEDURES

Applications should include applicant's name, the name of the sponsoring employee, post and dates of assignment and current contact information. Applications must contain a one-to-two sentence synopsis of the proposal followed by a description of the professional development program. The program should be directly related to the spouse's professional interests, and the proposal must explain how the proposal will enhance the spouse's skills. As noted above, proposals may include a wide-range of activities. Proposals need not include a specific budget but should provide a general outline of expenses involved and give an indication of how the stipend would be used. Applications should be limited to two (2) pages.

#### 4. SELECTION COMMITTEE

Proposals will be reviewed by a selection committee chaired by the Family Liaison Office (FLO). The Committee will consist of one representative from the Office of the Director General (DGHR), the Family Liaison Office (FLO), Career Development and Assignments (CDA), each of the geographic bureaus with HDS posts (AF, EAP, EUR, NEA/SA, WHA), and the Cox Foundation (non-voting). Whenever possible, the Committee will also include a representative from the private sector.

#### 5. SELECTION CRITERIA

In selecting grantees, the Selection Committee will consider the following factors:

- Unavailability of employment options in the candidate's profession at her/his current post of assignment.
- Correlation between the proposed activity and professional enhancement for the candidate.
- (where applicable) A connection between the proposed activity and other effort(s) on the part of the candidate to maintain/refresh her/his professional skills (i.e. if the proposal is part of a larger professional development plan).

#### 6. PROJECT COMPLETION

Successful applicants will be expected to complete their proposed development program within six months of being notified of selection. If the proposal is for an activity in a later timeframe, the reasons should be explained. Those selected can submit receipts for qualifying expenses incurred up to \$2000 at any time during the activity but not later than thirty days after project completion.

#### 7. DEADLINE DATE

Proposals are due in M/DGHR/FLO no later than April 15, 2005. Proposals can be submitted as follows:

- faxed to M/DGHR/FLO at (202) 647-1670
- emailed to [FLOASKEMPLOYMENT@state.gov](mailto:FLOASKEMPLOYMENT@state.gov)
- mailed or hand carried to M/DGHR/FLO, Department of State, 2201 C ST, NW, Room 1239 HST, Washington, DC 20520

Selectees will be notified on or about May 15, 2005.

#### 8. POINTS OF CONTACT

For additional information, contact Katie Hokenson, FLO Employment Program Coordinator, [HokensonKB2@state.gov](mailto:HokensonKB2@state.gov) or Jenneke Fijn van Draat, FLO Employment Program Specialist, [FijnvandraatJE@state.gov](mailto:FijnvandraatJE@state.gov), or (202) 647-1076.

#### 9. ELIGIBLE (ACCOMPANIED) HISTORICALLY DIFFICULT TO STAFF (HDS) POSTS

AF Posts  
Abidjan  
Abuja

Antananarivo  
Asmara  
Bamako  
Bangui  
Banjul  
Brazzaville  
Conakry  
Cotonou  
Dakar  
Dar es Salaam  
Djibouti  
Freetown  
Gabarone  
Kigali  
Kinshasa  
Lagos  
Libreville  
Lilongwe  
Lome  
Luanda  
Maputo  
Mbabane  
Nairobi  
Ndjamena  
Niamey  
Nouakchott  
Ouagadougou  
Praia  
Yaounde

EAP Posts  
Beijing  
Chengdu  
Guangzhou  
Ho Chi Minh City  
Jakarta  
Phnom Penh  
Port Moresby  
Shenyang  
Ulaanbaatar  
Vientiane

EUR Posts  
Almaty  
Ashgabat  
Baku  
Bishkek  
Chisinau  
Cluj  
Dushanbe  
Kiev  
Minsk  
Moscow  
Pristina

Sarajevo  
Skopje  
Tashkent  
Tbilisi  
Tirana  
Vladivostok  
Yekaterinburg  
Yerevan

NEA Posts  
Algiers  
Damascus  
Doha  
Jerusalem  
Kuwait  
Sanaa

SA Posts  
Calcutta  
Chennai  
Dhaka

WHA Posts  
Georgetown  
Paramaribo  
Port au Prince